Team Management Check List

Use the directions at the **America Dreams**...through the decades web site to guide your discussions. Fill out this document and update it regularly.

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Research Role			
Management Roles	Names & e-mail		
Team Manager			
Research Manager			
Production Manager			
Archive Manager			
Assessment Questions			
Identify which assessment			
questions you will use to guide your			
inquiry.			
Research Strategies	T		
Theme or Topic			
What is your focus for inquiry?			
Identify your research topic or			
theme.			
Research Questions	Questions:		
What are the questions that will			
focus your research?			
List a series of genuine questions			
you intent to answer to focus your	A 11'4' 1T C 4'		
research. What additional	Additional Information:		
information do you need to answer			
these questions?			
Primary Sources			
How will you know you've found			
what you are looking for?			
List the type of resources you			
intend to look for to answer your			
research questions. What primary			
resources from American Memory			
will you search for?			
Evidence	Identify your criteria for evidence:		
How do you know that the			
examples you've found are valid?			
Once you have located a few			
examples of primary sources, what			
is your criteria for selecting these as			
evidence? Use the document			

analysis worksheet.

Action Plan

Timeline	Task Description	Person(s)
(by when?)	(What will be accomplished?)	Responsible (Who ?)